



**- INTERNAL JOB OPPORTUNITY -
ASSISTANT AQUATIC DIVISION MANAGER
ADMINISTRATIVE AND SUPPORT SECTION
AQUATIC RESOURCES DIVISION**

OPENING DATE: February 3, 2005

CLOSING DATE: February 18, 2005

APPOINTMENT TYPE: Acting WMS Band 2 (This is a **temporary appointment** beginning April 1, 2005 and ending on August 31, 2005.)

SALARY: \$4,425 - \$5,566 monthly salary range

LOCATION: Olympia, Washington

JOB PROFILE:

Under the direction of the Aquatics Division Manager, the incumbent will:

- Play a lead role in managing the program's budget of \$18 million;
- Manage the Aquatic Division's general leasing, ownership, survey, cartography, land transactions, and scientific support sections;
- Manage a biennial budget of \$2.8 million;
- Oversee the work of twenty-two diverse employees;
- Interact with both internal and external stakeholders, to include private industry, governmental groups, tribes and environmental groups;
- Recommend new policy or program changes to the program and executive management;
- Maintain the highest standards of professional and ethical conduct;
- Participate in the program's and department's senior management team.

DESIRABLE QUALIFICATIONS

The successful candidate will have:

- A bachelor's or advanced degree;
- Five years of professional level experience in aquatic land management, environmental program management, natural resource management, planning, or environmental science;
- Experience providing progressive leadership to a program and supervising professional staff;
- Demonstrated ability to set, and maintain a focus on, program priorities;
- The ability to oversee a number of complex projects simultaneously;
- The ability to collaborate and negotiate with diverse stakeholders;
- The ability to mentor and develop staff capabilities;
- The ability to communicate effectively through a variety of mediums;
- The ability to think independently and creatively to solve complex problems;
- The ability to work well in teams and encourage teamwork in others;
- The ability to self-motivate—taking the initiative to assume responsibility and ownership of challenges and to obtain results
- Excellent communication skills and experience establishing positive relationships with managers, peers, subordinates and customers;
- Preference will be given to candidates who possess experience in aquatic land management and budget management.

WHO MAY APPLY: Permanent DNR employees who are interested in a promotional opportunity or who are eligible to transfer may apply.

APPLICATION PROCESS:

Interested and qualified candidates should submit a letter of interest describing how your qualifications relate to the position and a resume to:

DNRRecruiting@wadnr.gov

Or

Shea Richardson
Department of Natural Resources
PO Box 47033
Olympia WA 98504-7033

Mail stop: 47033

Electronic materials are preferred.

For more information contact Shea Richardson, Recruiter, at 360-902-1142, shea.richardson@wadnr.gov .